

**CHECKLIST FOR EMPLOYEE ORIENTATION**

INSTRUCTIONS. Supervisors should review 230 FW 2, 6 A (2) and (3), before conducting the first component of the New Employee Orientation Program.

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Duty Station: \_\_\_\_\_

Office: \_\_\_\_\_ Organization Code: \_\_\_\_\_

Entrance on Duty Date: \_\_\_\_\_

Title, Series, Grade: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Employee Status:                      \_\_\_\_\_ New to Service  
    \_\_\_\_\_ New to Federal Government  
    \_\_\_\_\_ Permanent/Part-Time  
    \_\_\_\_\_ Reassignment

Prior to employee's arrival:

- \_\_\_\_\_ Be sure employee's work area, tools, and supplies are ready.
- \_\_\_\_\_ Have quarters ready for occupancy if Government quarters are used.

First Day of Duty:

- \_\_\_\_\_ Assist new employee in completion of employment documents.  
(This may be done by personnel office staff, project leader or administrative officer).
- \_\_\_\_\_ Review employment documents upon completion for accuracy.
- \_\_\_\_\_ Note which employment documents were not completed for subsequent follow-up. (Examples: health and Life insurance election forms, etc.).
- \_\_\_\_\_ Ensure that essential personnel documents are submitted to the servicing personnel office.

Note: The following activities are done by the new employee's supervisor.

- \_\_\_\_\_ Welcome employee and give him or her the New Employee Handbook.
- \_\_\_\_\_ Review orientation video with the employee.
- \_\_\_\_\_ Explain your relationship and your program.
- \_\_\_\_\_ Present the employee with a copy of his or her position description.
- \_\_\_\_\_ Outline employee's duties and responsibilities, and arrange for any necessary on-the-job training.
- \_\_\_\_\_ Discuss type and tenure of appointment and probationary period.

\_\_\_\_ Review the following segments of the handbook with the employee:

\_\_\_\_ Welcome letter

- \_\_\_\_ Introduction to the Service
- \_\_\_\_ Service Mission and Vision Statements
- \_\_\_\_ Organization (line and staff)
- \_\_\_\_ Organizational Charts (Service and Department)
- \_\_\_\_ Safety
- \_\_\_\_ Employee Responsibilities and Conduct
- \_\_\_\_ Political Activity
- \_\_\_\_ Equal Employment Opportunity (Provide names and telephone numbers of Assistant Regional Director Human Resources or Human Resources Officer - Washington office and the respective full-time -Equal Employment Opportunity Counselor)
- \_\_\_\_ Introduce the new employee to the workgroup and key staff.
- \_\_\_\_ Schedule interviews for the new employee to meet with key staff.
- \_\_\_\_ Discuss the function of the employee's work unit, reporting relationships, and work rules.
- \_\_\_\_ Familiarize the employee with the facility and discuss the security of buildings and property. Provide information on how to secure an identification card.
- \_\_\_\_ Assign, if possible, a staff member to temporarily help the new employee acclimate to the job.

Within 30 days after appointment, review the following segments of the New Employee Handbook with the employee:

\_\_\_\_ Working Hours Leave

- \_\_\_\_ Overtime and Compensatory Time
- \_\_\_\_ Holidays
- \_\_\_\_ Pay
- \_\_\_\_ Retirement
- \_\_\_\_ Federal Employees Group Life Insurance (FEGLI)
- \_\_\_\_ Federal Employees Health Benefit Program
- \_\_\_\_ Personnel Records
- \_\_\_\_ Employee Assistance Program Employee
- \_\_\_\_ Performance Incentive Awards
- \_\_\_\_ Grievances
- \_\_\_\_ Merit Promotion
- \_\_\_\_ Training and Development

- \_\_\_\_\_ Explain Service policy regarding training and career development.
- \_\_\_\_\_ Explain that, upon completion of this orientation, he or she will participate in the Service's Regional/Washington Office orientation.

\_\_\_\_\_ Procurement

- \_\_\_\_\_ Discuss office procurement procedures
- \_\_\_\_\_ How to obtain office supplies

- \_\_\_\_\_ Imprest Funds Travel
- \_\_\_\_\_ Arrange for Diners Club credit card, if Appropriate.
- \_\_\_\_\_ Issue a Government Motor Vehicle ID, if applicable (Follow Regional guidance on authorization to operate Government vehicles).

Miscellaneous:

- \_\_\_\_\_ Change of name and address
- \_\_\_\_\_ Blood Donations
- \_\_\_\_\_ Employee Organizations - Unions
- \_\_\_\_\_ Unemployment Compensation
- \_\_\_\_\_ Reading assignments, as appropriate (i.e. current instructional memos, manual chapters, etc.)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Work Telephone

\_\_\_\_\_  
Work Telephone

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Date Completed

RETURN THIS FORM TO YOUR SERVICING PERSONNEL OFFICE AFTER COMPLETION.